## WorkFirst Application and Evaluation Process Revised 02/03/06 1.1 Customer inquiry and application for benefit assistance initiated 2.1 Review prevention options: Child care and transportation needs addressed early 2.2 Ensure provision of alternative assistance outside of WorkFirst (such as Other Basic Food, Medicaid, and Diversion resources Cash Assistance). available? Child Only Cases 2.3 Determine eligibility for food, medical and cash assistance, issue cash payment LEP Pathway\*\* 3.1a Conduct foundation section of CE. **Teen Parents** 2.4 Exempt (may include SW assessment) 3.1b Refer to rest of CE via initial IRP If immediate, urgent issues are found, refer to Social Worker for assessment. 3.1c Conduct social services assessment to determine if parent is able to complete CE. If not able, refer back to CM for IRP to 3.1d Complete the rest of the comprehensive evaluation, intensive services. which includes the following: Education and Basic Skills evaluation Work Skill evaluation Social Worker assessment, when appropriate **Interpretation of Evaluation Results** Completion of Employment Plan Intensive services (i.e. drug/alcohol, 4.1 Review CE Employment Plan and special records. family violence, Determine participation requirements with parent. mental health). When Document rationale for client's participation plan. possible, bundle with Write IRP outlining participation requirements. other activities. Paid Job preparation CJST/HWHD **Community Jobs Employment** Job search Vocational Educ Basic Educ Activities may be bundled for best mix of services \*\*LEP Pathways parents will participate in a similar comprehensive evaluation conducted by their pathway providers.